

# Temporary Finance Assistant



University of Central Asia

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подачи заявок  
Зарплата: По результатам собеседования  
• 1-3 years of professional working  
Опыт работы: experience in a similar position in an  
international working environment.  
Город: Бишкек  
Занятость: полная занятость  
График работы: 09.00-18.00

Адрес  
125/1 Toktogul Street, Bishkek  
Web  
<http://www.ucentralasia.org>

## Информация

### Общие сведения

**Department:** Finance  
**Duty station:** Bishkek, Kyrgyzstan  
**Reports to:** Assistant Manager, Finance  
**Deadline:** July 12th, 2020 (Applications will be reviewed on a rolling basis)  
**Duration:** 6 months

### Summary of Position and Key Responsibilities

The main functions of a Temporary Finance Assistant are directed to provide the necessary assistance to the personnel of the Finance Department.

### Требования

#### Required Qualifications and Experience

- Preferably a bachelor degree or any diploma in the field of Finance and Accounting from a reputed organization.
- 1-3 years of professional working experience in a similar position in an international working environment.
- An international qualification such as CAP/CIPA will be an advantage
- Ability to manage multiple tasks successfully
- Strong interpersonal skills
- Proficient in English and Russian

### Обязанности

#### Main Duties and Responsibilities

- Streamline the record-keeping for the transactions made through the Central Administration office (CAO) and Campuses and preparing an accurate and timely financial report on a monthly basis.
- Effectively check, verify and ensure compliance with the financial policies and procedures for all payments related to operations and make final recommendations for payment processing while ensuring adherence to the UCA authority matrix.
- Assist in coordination the periodic review of the financial policies and compile quarterly summary of issues to be address either through orientation, reinforcement and / or modifications in the policies and procedures.
- Assist in ensuring proper compliance, effective maintenance of Bank accounts, cash in hand and the petty cash at CAO/Campuses and in the reconciliation of the same.
- Assist in compilation of UCA financial reports on a periodic basis and in preparing monthly and periodic budget variance

- reports and other financial reports including travel, sectional report, advances and payables, etc.
- Coordinate with the external and other relevant auditors for various audit assignments for the relevant functions.
- Undertake any other assignment given by the supervisor

## Условия

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### How to Apply

Please send a cover letter, CV, and contact information for three references to [hr.recruitment@ucentralasia.org](mailto:hr.recruitment@ucentralasia.org) by **July 12th, 2020**. As your application e-mail subject, please write: **"Temporary Finance Assistant"**. Applications will be reviewed on a rolling basis.

Candidates from the founding countries of UCA (Kazakhstan, Kyrgyzstan and Tajikistan) are encouraged to apply for this position.

*Only shortlisted candidates will be contacted.*

## О компании

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The University of Central Asia (UCA) was founded in 2000 as a private, not for profit, secular university through an International Treaty signed by the Presidents of Tajikistan, Kyrgyzstan and Kazakhstan, and His Highness the Aga Khan; ratified by their respective parliaments, and registered with the United Nations. The Presidents are Patrons of the University and His Highness the Aga Khan is the Chancellor. UCA's mission is to promote the social and economic development of Central Asia, particularly its mountain communities, by offering an internationally recognized standard of higher education, and enabling the peoples of the region to preserve their rich cultural heritage as assets for the future. UCA brings with it the broader commitment and partnership of the Aga Khan Development Network. For more information: [www.ucentralasia.org](http://www.ucentralasia.org).

UCA consists of three schools including the Undergraduate School of Arts and Sciences, the Graduate School of Development (The Institute of Public Policy and Administration, the Mountain Societies Research Institute, the Cultural Heritage and Humanities Unit, the Civil Societies Initiative, and the Aga Khan Humanities Project), the School of Professional and Continuing Education, and the Central Asian Faculty Development Programme. UCA's undergraduate programmes are located at its residential campuses in Khorog, Tajikistan, and Naryn, Kyrgyzstan. The Tekeli campus in Kazakhstan is in the planning stage.